

Erving Public Library, Erving, MA

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**BEGINNING
2017
THROUGH
FY18**

Based on Goals submitted in the Erving Public Library Long Range Plan 2016-2020

Objectives	Actions	Timeframe for Activity	By Whom (optional)
I:A Seek strong local, state and federal support for all Library functions	FY18 budget requests: More staffing Capital for IT (hardware: One Public Computer) and “Set-aside” money for future building	FY18 Annual of Special Town Meeting	Trustees and Library Director
I:BMake the community aware of the benefits of the library and future library improvements by writing	Write articles for the Erving newsletter Around Town and write press releases for local newspapers..	Monthly	Library Director and select Bldg. Comm. members
I:C. Adhere to all requirements for State Aid to Libraries.	Make Trustees and Finance Committee aware of requirements during budget review cycle and fulfill all requirements.	January – May 2017	Library Director
II:A.Update technology	Research thin client system that would be compatible with new library. Replace staff desktop with newest computer.	Depenndent on budget talks with Finance Committee	Library Director
II:B Improve computer security	Research PCs security vs. thin client option such as Useful would lockdown computers, provide for timed sessions	Dependent on budget talks with Finance Committee	Library Director
II:C Consider: implementation prior to new building or wait until 2019 or later to change technology scheme?	IT improvements could happen prior to move based on research	Make decision based on information gathered.	Library Director, Trustees, Finance Board

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III:A Prepare grant for state funding for library construction.	Prepare all documents for submission to the MBLC	December 2016-January 2017	OPM, architects, Library Director, Bldg. Comm.
III:B Continue to Develop Construction plan based on Building Program Statement	Work with stakeholders to fashion the best plan	Work in progress until the building is built. Preliminary Plans to be submitted January 26, 2017	Director, Project Manager, Architect, Building Committee
III:C Complete the Building Study	Work with professionals to complete the study to present to the Board of Selectmen and the Townspeople	Work in progress until building is built. Preliminary Plans to be submitted January 26, 2017	Director, Project Manager, Architect, Building Committee
III:D Inform the public	Publicize the plan through newsletter, newspaper, public forum, etc.	Ongoing	Director, Trustees, Friends of the Library
III: E Make the community aware of the benefits of the library and future library improvements through face-to-face contact	Hold public informational meetings	March 8 (Wednesday) 7 PM at Library March 21st 5 PM at the Town Hall April 8 (11 AM) - Saturday at the site April 27th (7PM) at Town Hall Town Meeting May 3, 2017.	Building Committee, Library Director, Trustees,
III:F Secure a positive Town vote (2/3 in Town Meeting; majority at the ballot) for construction.	Publicize the plan through newsletter, newspaper, public forum, brochure, etc.	Article on May 2 nd warrant/ Approval must be prior to December 31, 2017	Director, Trustees, Friends of the Library
IV:A Begin the Construction	Review recommendations from Review Committee,	Earliest August 2017	Director, Trustees, Building Committee

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IV: B Architects presents options and arranges for another cost estimate.	Meetings held at the Library	Fall 2017	Director, Project Manager, Architect, Building Committee
IV: C Contract documents completed	Architect finishes and presents to Bldg. Committee	Early Winter 2017	Director, Project Manager, Architect, Building Committee
IV:D Public bid	Dependent on ranking from MBLC	Winter 2018	Director, Project Manager, Architect, Building Committee
IV:E Sub bids & general bids	Dependent on ranking from MBLC	Early Spring	Director, Project Manager, Architect, Building Committee
V:A Participate in the IMLS funded pilot project for STEM implementation in small libraries.	Meet with the four other Library participants: Leverett, New Salem, Shutesbury and Wendell and coordinate efforts	Programming begins Winter 17	Library Director and Directors of 5 Libraries in District #28
V:B Offer programs that help the Erving and surrounding communities cope with health issues	Provide space, advertising, participation, reporting and enthusiasm for the programs offered through the IMLS grant	Programming continues in FY18	Library Director and Directors of 5 Libraries in District #28
VI:A Offer assistance to the Friends of the Library	Offer support for programs, fundraising efforts and advocacy for the library	Ongoing	Trustees, Consultant and the Library Director

Objectives	Actions	Timeframe for Activity	By Whom (optional)
VII:A.Seek additional funding for capital improvements.	Explore additional funding sources through the North Central Massachusetts Community Fdn. and the Western Massachusetts Community Fund.	Ongoing	Trustees & Building Committee
VIII:A General Services: Administration	Continue to improve and add services as time and budget allow.	Ongoing	Director, Trustees, Friends of the Library
VIII: General Services: Collection Development	<ol style="list-style-type: none"> 1. The staff will intensely weed little used items to keep the collection at or less than 10,500. 2. Based on the success of involving teens in ordering new books for the young adult section,, two more avid reader sessions will be offered 3. More instruction is needed to allow patrons to feel comfortable using digital resources: Axis 360, Biblioboard, and Overdrive. 		Director, Staff, and input from library users
VIII:B Basic Literacy and Computer Literacy	<ol style="list-style-type: none"> 1. Educate staff, Senior/Community Center personnel, and others about available services. 2. The library webpage will implement some of the suggested sites shared with the Town Admin Coordinator in 2016. 	Ongoing	Director Town Coordinator or Web Designer

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VIII:C Business & Career Center	<ol style="list-style-type: none"> 1. Keep computers up-to-date 2. Arrange current space in fresh and inviting ways. 3. Make patrons aware that help is available. 	Ongoing	Director
VIII:D Commons	<ol style="list-style-type: none"> 1. The Library Director will work with the Maintenance crew to improve cleanliness and low cost repairs and updates to make the building inviting. 2. The Library Director will seek alternate venues for programs and activities when the Library does not provide optimum space. 3. The Director and the Trustees will work review hours to make sure that the new schedule S-Th, 1-7 PM is the best schedule. 	Ongoing	Director, Trustees, Maintenance Crew
VIII: E Community Referral	<ol style="list-style-type: none"> 1. Share copies of the Around Town with area residents that do not receive the newsletter. 2. Write articles for the Around Town to keep residents aware of EPL services. 3. Post Town Committee Meetings. 4. Provide “take away” information on key issues. 	Ongoing	Director
VIII: F Consumer Information	The Library Director will review the present selection of periodicals and databases to match demand and publicize any changes	Ongoing	Director

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VIII: G. Lifelong Learning	<ol style="list-style-type: none"> <li data-bbox="591 342 980 810">1. 1.The staff and Friends of the Library will implement programming using the budgeted amount and fundraising and any successful grant applications received 2017 summer reading program (Theme: Build a Better World) Staff will apply for 2018 grants through the Erving Cultural Council. <li data-bbox="591 890 980 1358">2. Two STEAM programs will be offered to continue the commitment made in our LSTA STEAM grant to offer programming for pre-schoolers. Monthly science manipulatives will be on display on our “hands-on” table. Monthly craft sessions will be encouraged to add elements of science to their offerings. <li data-bbox="591 1476 980 1835">3. To strengthen cooperation, the Director will participate in at least ten programs or events offered in cooperation with the Erving Elementary School, the Erving Senior Center and the Erving Recreation Department, etc. 	Ongoing	Director, Library Assistant, Friends of the Library, etc.

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VI:H General Information	<ol style="list-style-type: none"> 1. The Library Director will share her experience in reference. 2. The director and or staff will attend at least 8 meetings, conferences, webcasts and/or workshops of Library organizations, of the Massachusetts Library System, the Central/Western Massachusetts Automated Resource Sharing network (C/W MARS) to be sure that information delivery is maximized. 	Ongoing	Director, Staff
VI:I. Customer Service	<p>The Library Director will analyze statistics to determine whether the following factors have contributed to increased attendance, whether there are other factors at play, and whether other means can be implemented to increase customer service.</p> <ol style="list-style-type: none"> 1. Response to patron requests 2. Listening to patrons 3. Participation of staff in community events. 	Ongoing	Director
VI:J. Information Literacy	<ol style="list-style-type: none"> 3. The Library Director will share her experience in teaching tech to a wider audience. 	Ongoing	Director, Library Assistant
VI:K Local History	<ol style="list-style-type: none"> 1. The inventory of the Traversari Room begun in 2015 needs completion. 2. Cultural Council lecture series will continue if funded. 3. Plan to be drafted for move to new library. 	Ongoing	Director, Friends of the Library, Historical Commission, Researchers, etc.